

<p style="text-align: center;"><i>Agency Name</i></p>					I HEREBY CERTIFY THAT ALL PURCHASES DURING THE PERIOD HAVE BEEN LISTED ON THE LOG SHEET BELOW, THAT I HAVE ATTACHED SUPPORTING DOCUMENTATION TO VERIFY PURCHASES, AND THAT THIS LOG HAS BEEN RECONCILED TO THE ATTACHED MONTHLY CHARGE CARD STATEMENT.					<div>Cardholder Signature</div>	
					AGENCY TRAVEL CARD LOG SHEET Turn this form into Accounting at the end of business on the 18th of each month, even if you did not use your Agency Travel Card during this period.						
<div>Period:</div>					<div>Cardholder Printed Name:</div>						
Cost Code	Project Code	Subobject	Date	Vendor	Description	Individual Transactions	Prior Month Purchases	Current Month Purchases	Please (x) if on Monthly Statement		
										\$ -	
										\$ -	
										\$ -	
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										\$ -	
Grand Total							\$0.00	\$0.00		\$0.00	

KEEP A COPY FOR YOUR RECORDS.

## Agency Travel Card Log Sheet - Instructions

<b>1</b>	Enter time period for purchase log (should be around the 16th of month to the 15th of subsequent month)
<b>2</b>	Enter Cardholder's name
<b>3</b>	Copy outstanding items from prior month's log sheet over. Carry forward amounts should be entered in column G and not column H.
<b>4</b>	Purchases should be entered on purchase log as they made. For purchase where costs will be spread among multiple subobject codes, list each subobject code separately. The amount to be charged to each subobject code should be included in the description. Enter the total amount of the purchase on the last item.
<b>5</b>	Returns and credits should be posted to purchase log.
<b>6</b>	When a items appear on GE MasterCard statement, place <b>X</b> in column H. You can check the status of items posted to your account any time by logging on to the GE NetService website. Cardholder should print out monthly statement from website when statement period ends (usually 21st of each month).
<b>7</b>	Items that do not appear on the statement, should not have a total in column I. The grand total in column I should match the GE MasterCard monthly statement. When purchase log is reconciled to GE MasterCard monthly statement print out a hard copy of the purchase log.
<b>8</b>	Cardholder should attach printed GE MasterCard monthly statement and documentation supporting each item appearing on the GE MasterCard monthly statement to the printed copy of the purchase log, in the order that it appears on the purchase log. Cardholder should sign purchase log, certifying that purchase log is reconciled to monthly GE MasterCard statement and that all documentation is attached.
<b>9</b>	Supervisor should sign log sheet, certifying that the he has reviewed and approved the purchases, that the employee had included all appropriate documentation and that the log sheet is reconciled to the GE MasterCard monthly statement. Purchase log and documentation should be submitted to Program Administrator by 18th of each month.

## Agency Travel Card Log Sheet - Sample

<i>Department of Money</i>				I HEREBY CERTIFY THAT ALL PURCHASES DURING THE PERIOD HAVE BEEN LISTED ON THE LOG SHEET BELOW, THAT I HAVE ATTACHED SUPPORTING DOCUMENTATION TO VERIFY PURCHASES, AND THAT THIS LOG HAS BEEN RECONCILED TO THE ATTACHED MONTHLY CHARGE CARD STATEMENT.				<b>8</b>	
<b>AGENCY TRAVEL CARD LOG SHEET</b> Turn this form into Accounting at the end of business on the 18th of each month, even if you did not use your Agency Travel Card during this period.				I HEREBY CERTIFY THAT THE EXPENSES LISTED ON THIS LOG SHEET HAVE BEEN REVIEWED AND APPROVED AS NECESSARY FOR THE CONDUCT OF BUSINESS OF THE COMMONWEALTH.				<b>Cardholder Signature</b>	
								<b>9</b>	
<b>Period:</b>				<b>Cardholder Printed Name:</b>				<b>2</b>	
<b>Cost Code</b>	<b>Subobject/ Project Code</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Individual Transactions</b>	<b>Prior Month Purchases</b>	<b>Current Month Purchases</b>	<b>Please (x) if on Monthly Statement</b>	
123	1283	11/01/04	American Airlines	J. Smith Richmond to Dallas round trip		\$ <b>3</b> 584.53		<b>6</b> X	\$ 584.53
123	1283	11/09/04	Expedia.com	D. Alley Richmond to St Louis round trip	<b>4</b> \$283.69			-	\$ <b>7</b> -
123	1283	11/09/04	Expedia.com	C. Romann Richmond to St Louis round trip	\$283.69		\$ 567.38	X	\$ 567.38
123	1283	11/25/04	Covington Travel	D. Turner Richmond to Orlando one way			\$ <b>5</b> 548.67		\$ -
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<b>Grand Total</b>						<b>\$584.53</b>	<b>\$1,116.05</b>		<b>\$1,151.91</b>

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